

**CLASS TITLE: ASSISTANT TO THE DIRECTOR
(DOC)**

**Class Code: 02560900
Pay Grade: 36A
EO: E**

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: Within the Department of Corrections, to serve in a responsible capacity to the Director by relieving him/her of administrative details in connection with planning, coordinating, directing and controlling the department's functions and programs; and to do related work as required.

SUPERVISION RECEIVED: Works under the general direction of the Director with considerable latitude for the exercise of initiative and independent judgement; work assignments are subject to review for results obtained and conformance to departmental policies, objectives, rules and regulations.

SUPERVISION EXERCISED: Supervises and reviews the work of subordinate clerical staff; exercises functional supervision over other staff positions properly assigned and/or delegated by the Director.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

Within the Department of Corrections, to serve in a responsible capacity to the Director by relieving him/her of administrative details in connection with planning, coordinating, directing and controlling the department's functions and programs.

To interpret policies, directives, and memoranda of the Director to departmental personnel, and to advise the Director of directives which require follow-up; to serve as a liaison between the Director and subordinate personnel.

To prepare analyses and reports for use of the Director in his/her evaluation of the effectiveness of current programs and policies and/or determining the need for new programs and policies.

To confer with departmental officials for guidance and assistance in the preparation of reports and other data on the application and interpretation of policies, standards and laws.

To analyze, as directed, statutes, rules, regulations, policies, reports, and other materials, and report thereon to the Director.

To assist and advise the Director in broad areas of departmental policy development, implementation and coordination.

To review all correspondence and departmental mail of the Director and to distribute and process correspondence not requiring his/her immediate attention; to review and sign all departmental vouchers, appointments and other forms as authorized by the Director.

To be responsible for the operational aspects of the Office of the Director involving both routine and high level administrative matters.

In the absence of the Director, to coordinate and direct the work of the Department within the authority and limitations specified by the Director.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A working knowledge of the principles and practices of public administration and the ability to apply such knowledge in relieving a department head of administrative details in connection with planning, coordinating, directing and controlling a state department's functions and programs; the ability to make complex fact finding studies and prepare

analyses and reports thereon involving departmental functions, operations, programs and policies for the use of the department head in his/her evaluation of the effectiveness of such functions, operations, programs and policies; the ability to interpret programs, policies, directives and memoranda to departmental personnel and to serve as liaison between the department head and his/her subordinate staff on all administrative matters requiring the decisions and/or courses of action by the department head in carrying out the department's functions and programs; the ability to assist and advise a department head in broad areas of departmental policy development, implementation and coordination; the ability to prepare agendas for various meetings and/or conferences when directed; the ability to review the department head's correspondence and mail and to distribute or handle such correspondence not requiring his/her immediate attention and to supervise the operational aspects of the office of the department head involving both routine and high level administrative matters; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: Possession of a Master's Degree in Social Work, Public Administration, Criminal Justice, Education, or Psychology; and

Experience: Such as may have been gained through: Employment in a highly responsible administrative position relating to the management and control of a large governmental or private organization which involved the formulation, implementation and interpretation of policies and programs.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: December 21, 1986

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